



## STATE OF DELAWARE

### Division of Development Disabilities Services Task Force – Structure/Leadership Subcommittee

#### Meeting #1 Minutes – October 8, 2019

Allan Zaback, Chair, called the meeting to order at 1:05 p.m. Those present were Sandra Hanley, Lisa Green, Susannah Eaton-Ryan, and Cindy Sterling. A quorum was met. Chair Zaback welcomed those in attendance and thanked them for agreeing to serve on this subcommittee, which has been tasked with creating an assessment of DDDS structure, leadership, morale issues, vision and mission, as well as an assessment of the DDDS Advisory Councils. A discussion was held regarding information the subcommittee will request of DDDS and the following list was created:

1. A comprehensive organizational chart showing Director, Deputy Director, and entire overview of DDDS organizational structure.
2. Job description for the DDDS Deputy Director
3. The number of Advisory Boards and a description of each of their roles.
4. Statistics on the rate of employee turnover by unit.
5. Statistics on the Division's current vacancy rate.
6. Statistics on the number of seasonal positions performing the work of vacant, full-time positions.
7. Statistics on the total number of cases per Case Manager per county for the past three years. How many cases per Support Coordinators, Employee Navigators, and Community Navigators (Columbus). Also, job descriptions for Support Coordinators, Employee Navigators, and Community Navigators.
8. The results of the "Voice of DHSS Survey" (Climate Survey). Two reports requested: DDDS data separated out of the DHSS overall survey and the overall survey results for comparison purposes. What initiatives has the Division implemented to respond to issues raised by employees
9. Number of employee grievances filed during the most recent year.
10. Number of all staff trainings, which have occurred during the most recent year.
11. Number of recognition events, which have occurred during the most recent year.
12. Sick leave usage among DDDS employees.

Chair Zaback stated he would be sending this list to DDDS by the end of the week. The meeting adjourned at 2:45pm.

Respectfully prepared by: Mark Brainard, Jr., JLOSC Analyst, Joint Legislative Oversight and Sunset Committee.

*Access to the audio recording of this proceeding is available upon request.*